



**Sturgeon  
Public Schools**  
Dare to reimagine learning

REQUEST FOR PROPOSAL

FOR

TRANSPORTATION SERVICE

Issue Date: August 12, 2021

RFP #: 08.12.2021

Please note that responses to this RFP must be received by August 19, 2021 by 4:30 PM Local Time (the Closing Date), either electronically at [amy.hebert@sturgeon.ab.ca](mailto:amy.hebert@sturgeon.ab.ca) or at the address below. Facsimile submissions not accepted.

Attention: Amy Hebert  
Coordinator, Transportation Services  
Sturgeon Public School Division  
9820 - 104 Street Morinville, AB T8R 1L8

## Request for Proposal

Transportation Services has identified a need for a bus to complete transportation service for students registered in programs to and from their respective Sturgeon Public School Division schools, and other locations as required.

The successful applicant will be bound to the existing Student Transportation Agreement. The contract term will be in alignment with the Student Transportation Agreement (September 01, 2021 to June 30, 2023).

### Terms and Conditions

- Any response not complying in full with the mandatory terms and conditions will be rejected.
- Proposals must include sufficient relevant documentation and provide a concise description of the vendor's ability to efficiently and effectively provide services required.
- This RFP should not be construed as a contract to order or purchase services or a call for tender and the rules regarding calls for tenders, submission of tenders and acceptance of tenders shall not apply.
- Sturgeon Public School Division shall not be liable for any costs incurred by a vendor in the preparation of or presentation of proposals.
- Responses may be withdrawn by written notice only to **Amy Hebert, Transportation Services Coordinator** ([amy.hebert@sturgeon.ab.ca](mailto:amy.hebert@sturgeon.ab.ca)) prior to the closing date.
- The respondent agrees that by submitting a response, the response shall remain open for acceptance for at least a period of thirty (30) calendar days from the closing date of August 19, 2020.
- Transportation Services reserves the right to reject any or all responses and to accept any response.

## Instructions

Vendors should carefully read the following document prior to submitting a proposal.

Please submit any and all relevant information for the provision of services required as per **Schedule A – Requirements** and as outlined in **Schedule C - Proposal Evaluation**.

Proposals that do not include completed **Section B – Relevant Contractor Information** and **Section D – Acknowledgement Form** will not be considered.

Responses will be received until **4:30 PM on August 19, 2021**. Responses submitted after this time will not be considered.

All responses must be submitted to **Amy Hebert, Transportation Services Coordinator**, either electronically at [amy.hebert@sturgeon.ab.ca](mailto:amy.hebert@sturgeon.ab.ca) or to Central Office at 9820-104 Street Morinville, Alberta.

The respondent is fully and solely responsible for the accuracy of the calculations it submits, and no revisions or withdrawals will be allowed after the closing date.

Any questions regarding this request for proposals are to be directed to Amy Hebert, Transportation Coordinator at [amy.hebert@sturgeon.ab.ca](mailto:amy.hebert@sturgeon.ab.ca) or at 780-939-4341 Ext 1238.

## Evaluation

Stage One: An Evaluation Committee will screen each proposal to ensure the vendor's compliance with the requirements to this RFP as articulated in the Terms and Conditions and in the Schedules.

Stage Two: Proposals that meet the requirements in the initial screening will be evaluated as per **Schedule C - Proposal Evaluation**.

Stage Three: Interviews will be held with short-listed vendors.

Stage Four: The Evaluation Committee will provide the results of the evaluation process with a recommendation to the Superintendent/CEO.

Stage Five: The successful candidate will be notified of the decision.

## SCHEDULE A

### Requirements

#### **Special Education Route**

- Transportation Agreements will begin September 1, 2021.
- 180 operational days in the 2021 - 2022 school year.
- 1 Special Education route is required which will be servicing the towns of Morinville, Bon Accord and Gibbons.
- This route will each operate approximately 70 kilometers a day.
- This route will service Four Winds, Bon Accord Community School and Landing Trail School.

#### **Minimum Requirements**

- Wheelchair transportation accessibility.
- Three (3) references.
- Five (5) years of providing related student transportation service.
- Buses must meet the latest D-250 standards and have a model year not in excess of eight (8) years of age.
- Workers Compensation Board (WCB) insurance.
- Upon awarding of the contract, the following items will be required:
  - Drivers abstract for the proposed regular and spare drivers of the school bus.
  - Current criminal record and vulnerable sector check.
  - Class 1 or 2 license with "S"- endorsement or MELT as required.
  - Current registration, insurance and commercial vehicle inspection program (CVIP).

## SCHEDULE B

### Relevant Contractor Information

Contractor Information	
Name of Contractor:	
Address:	
Phone Number:	
Route of Interest:	
W.C.B. Standing:	
Bus Information	
Do you currently have a bus available?	
Make of Bus	
Model Type	
Seating Capacity	
Year of Manufacture	
Do you currently have a spare bus available?	
Driver Information	
Do you currently have a driver available?	
Do they have First Aid?	
Do they have S-Endorsement /MELT?	
Do you currently have a spare driver available?	

## SCHEDULE C

### Proposal Evaluation

		<b>Evaluation</b>
Safety Program (25%)	Comprehensive description of Safety Program & evidence of safety record.	
Proven ability to provide efficient, quality service (35%)	The vendor's qualifications, years in business, staff profile and experience, costing.	
Reliability of Vehicles (15%)	Ages of regular routed bus and spare buses available for use.	
Reliability of Drivers (15%)	Spare driver availability, company retention policies and ability to provide drivers as required.	
Quality of References (10%)	Relevant and reputable.	
	<b>Total Score</b>	

**SCHEDULE D**

**Acknowledgement Form**

I/We have read the terms and conditions. I/We certify that the information provided in the response package is accurate and complete.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Name: \_\_\_\_\_

Witness: \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Name: \_\_\_\_\_

Witness: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Date: \_\_\_\_\_